



North Carolina Department of Transportation

Active Claim Resolution Form

Contract No.: _____ Division: _____
Claim ID No.: _____ Issue: _____ County: _____
TIP No.: _____ Contractor: _____
Project No.: _____ Resident Engineer: _____

The Contractor's Request is for:

☐ An Extension in Contract Time: Amount: _____ ☐ Days ☐ Hours
☐ Additional Compensation Amount: \$ _____

Date of Written Request _____ ☐ Department Initiated

Brief Description of Claim Issue (Utility, weather, etc.) _____

The RESIDENT ENGINEER'S Recommendation is:

Extension in Contract Time:

☐ Recommend Denial
☐ Recommend Granting: Extend Completion Date: _____ ☐ Days ☐ Hours
Extend ICT No. _____ for _____ ☐ Days ☐ Hours

Additional Compensation:

☐ Recommend Denial
☐ Recommend Granting: Amount: \$ _____

Signature: _____ Name: _____ Date: _____
(Resident Engineer) (Please print)

The CONSTRUCTION UNIT'S Review

Comments: _____

Signature: _____ Name/Title: _____ Date: _____
(Please print)

The DIVISION ENGINEER'S Decision is:

Extension in Contract Time:

☐ Denied
☐ Granted: Extend Completion Date: _____ ☐ Days ☐ Hours
Extend ICT No. _____ for _____ ☐ Days ☐ Hours

Additional Compensation:

☐ Denied
☐ Granted: Amount: \$ _____

Comments: _____

Signature: _____ Name: _____ Date: _____
(Division Engineer) (Please print)

Claim Resolution Form

Requests for Extensions in Contract Time: *(Applicable section(s) to be filled out by Resident Engineer)*

108-10(B)3 Delays To The Contractor's Controlling Operation(s)

1. Has the Contractor submitted all information as required by the Subarticle? ☐ Yes ☐ No
2. According to the Contractor:
What is the alleged controlling operation delayed? _____
What are the circumstances resulting in the alleged delay? _____

What calendar dates/times was the controlling operation allegedly delayed? _____ *through* _____
3. Resident Engineer's Determination:
What was the controlling operation? _____
Was the controlling operation delayed? ☐ Yes ☐ No
What are the calendar dates/times the controlling operation was delayed? _____ *through* _____
Was the delay due to circumstances originating from the work required under the contract? ☐ Yes ☐ No
What were the circumstances resulting in delay? _____

4. Did the Contractor pursue the work in accordance with Article 108-1? ☐ Yes ☐ No
(This applies to the period prior to the delay or alleged delay.)
5. Were the delays caused by circumstances beyond the contractor's control and without his fault or negligence? ☐ Yes ☐ No
6. Number of days/hours recommended _____ Please explain: _____

108-10(B)4 Changes In The Work Ordered By The Engineer (Additional Work, Etc.)

1. Has the Contractor submitted all information as required by the Subarticle? ☐ Yes ☐ No
2. What is the category of the request?
☐ Reduction in Quantities ☐ Elimination of Items ☐ Additional Work ☐ Extra Work
3. According to the Contractor:
What is the affected operation? _____
What are the calendar dates/times affected? _____ *through* _____
What time extension is being requested by the Contractor? _____
4. Resident Engineer's Determination:
What is the affected operation? _____
What are the calendar dates/times affected? _____ *through* _____
5. Did the Contractor pursue the work in accordance with Article 108-1? ☐ Yes ☐ No
6. Number of days/hours recommended _____ Please explain: _____

Claim Resolution Form

Requests for Additional Compensation: (Applicable section(s) to be filled out by Resident Engineer)

104-3 Alterations of Plans or Details of Construction

1. Has the Contractor submitted all information as required by the Subarticle? ☐ Yes ☐ No
2. Did the contractor notify the Resident Engineer in writing prior to performing the work? ☐ Yes ☐ No Date: _____
3. Did the Department advise the Contractor in accordance with the Subarticle? ☐ Yes ☐ No ☐ N/A
4. Did the Contractor submit his claim within 120 days after completion of the work? ☐ Yes ☐ No
5. Has the Contractor submitted records as required by Subarticle 104-8(B)? ☐ Yes ☐ No
6. Has the Character of performing the work materially changed? ☐ Yes ☐ No Please explain: _____

7. Has the cost of performing the work changed? ☐ Yes ☐ No Please explain: _____

8. Amount of additional compensation recommended \$ _____ Please explain: _____

104-4 Suspension of Work

1. (a) Was the temporary suspension ordered by the Resident Engineer in writing? ☐ Yes ☐ No If no, go to (b). If yes:
What are the dates of authorized temporary suspension: _____ through _____
Did the contractor notify the Resident Engineer in writing within 7 days of the suspension of his intent to file a claim for additional compensation? ☐ Yes ☐ No Date of Notification: _____
Has the Contractor submitted his written request for adjustment in compensation with cost records, supporting data and information within 14 calendar days of the receipt of the notice to resume work? ☐ Yes ☐ No Go to 2.
(b) What was the alleged delay? _____
What are the dates of Contractor's alleged suspension: _____ through _____
Did the contractor notify the Resident Engineer in writing of his intent to file a claim for additional compensation due to the alleged suspension? ☐ Yes ☐ No Date of Notification: _____
Has the Contractor submitted his written request for adjustment in compensation with cost records, supporting data and information within 14 calendar days after the last day of the period during which he contends the alleged suspension of work should have occurred? ☐ Yes ☐ No Go to 2.
2. Has the Contractor submitted records as required by Subarticle 104-8(C)? ☐ Yes ☐ No (See #3 below)
Has the Contractor kept records in accordance with Article 109-3 (Force Account Work)? ☐ Yes ☐ No
Did the Contractor give the Resident Engineer the opportunity to review the records? ☐ Yes ☐ No
Has the Contractor submitted additional documentation as requested by the Resident Engineer? ☐ Yes ☐ No ☐ N/A
Has the Contractor submitted cost records on a weekly basis within 7 days? ☐ Yes ☐ No
3. Was the temporary suspension or alleged suspension more than 24 hours in duration? ☐ Yes ☐ No
4. Amount of additional compensation recommended \$ _____ Please explain: _____

Claim Resolution Form

Requests for Additional Compensation: (Cont'd) (Applicable section(s) to be filled out by Resident Engineer)

104-7 Extra Work

1. Has the Contractor submitted all information as required by the Subarticle? ☐ Yes ☐ No
2. Did the contractor notify the Resident Engineer in writing prior to performing the work? ☐ Yes ☐ No Date: _____
3. Did the Department advise the Contractor in accordance with the Subarticle? ☐ Yes ☐ No
4. Did the Contractor submit his claim within 120 days after completion of the work? ☐ Yes ☐ No
5. Amount of additional compensation recommended \$_____ Please explain: _____

105-11 Inspection of Work

1. Has the Contractor kept records in accordance with Article 109-3 (Force Account Work)? ☐ Yes ☐ No
2. Did the inspection yield acceptable work by the Contractor? ☐ Yes ☐ No If no, explain: _____

3. Are there other entities (utilities, cities or towns, etc.) involved in the payment of the work? ☐ Yes ☐ No
Were they given opportunity to inspect the work? ☐ Yes ☐ No
4. Amount of additional compensation recommended \$_____ Please explain: _____

ACTIVE CLAIM RESOLUTION FORM INSTRUCTIONS:

1. Complete the requested project information and the Contractor's request on page 1.
2. Review the Contractor's request and complete the applicable Specifications section(s) on pages 2-4.
3. After consideration of the Contractor's request, complete the decision section on page 1. Include Project Completion Date/ICT Completion Date extensions and/or additional compensation amounts, as applicable.
4. Sign, print your name, and date the form on page 1.
5. Enter the decision in HiCAMS Claims Tracking.
6. Forward original form, supporting information, and Contractor's claim to the Roadway Construction Engineer or Bridge Construction Engineer. Send a copy of this information to Division Engineer.
7. RCE/BCE reviews claim, provides comments, and forwards to the Division Engineer. Cc: the State Construction Engineer.
8. Division Engineer reviews claim, makes a final decision. Forward completed form to the Resident Engineer and cc: Bridge Construction Engineer or Roadway Construction Engineer, State Construction Engineer, and FHWA – if step by step. *(with supporting information and Contractor's claim)*
9. Resident Engineer is to notify the Contractor in writing with a detailed explanation (*ACRF-2 should not be sent to the Contractor*).
10. Resident Engineer shall submit this **original** completed form with the final estimate.